

JOB DESCRIPTION

JOB TITLE: Administrative Specialist I

GRADE: 15

JOB CODE: 1121

EST. DATE: 7-1-06

GENERAL FUNCTION: The Administrative Specialist I is the first of two classifications that define positions that are assigned administrative responsibilities within a local health department or a large unit of a local health department. The Administrative Specialist I is a working supervisory position or lead person that typically performs work of moderate difficulty and complexity in support of the day to day operation of the health department. Assignments would include: program administration responsibilities, organizational analysis, budgets, contracts, facility management, computer system(s) and personnel; interpret, monitor and analyze information regarding operating policies and procedures, administer budget(s) and coordinate staff personnel matters.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Oversees the supervision of all phases of job assignments to meet federal and state standards.

Provides direct supervision of assigned administrative/program functions.

Interprets, administers, and ensures compliance with all departmental personnel policies and procedures throughout the agency. May direct payroll preparation and reporting activities.

Conducts investigations, studies, and/or research on a variety of assigned projects. Prepares final reports and required documentation. Coordinates project activities or information as needed. Provides follow-up, as required.

Ensures appropriate response to Open Records Act requests, claims and various information requests from attorneys and investigators.

Provides technical assistance to the Board of Health, public and local officials upon request.

Interacts with all levels of state government in a way that promotes respect. Encourages cooperation and contributes to excellent performance. Interacts with agency staff, external customers and the general public in a way that promotes respect. Encourages cooperation and contributes to excellent performance.

Stays abreast of state and federal regulations concerning all regulations governing the agency.

Maintains or supervises the maintenance of files and records.

Processes or supervises the processing of routine personnel transactions.

JOB TITLE: Administrative Specialist I (continued)

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Monitors usage and orders supplies. May coordinate equipment installation or repairs. May maintain inventory records and perform property control functions.

Maintains knowledge of current policies, laws, trends and developments in the agency by reading appropriate policy notices/interpretations or related materials and attending training sessions, meetings and conferences.

Administers the drug and alcohol testing program for the health department. Receives confidential random test list, schedules testing and notifies employees to report. Arranges for immediate post-accident testing.

Prepares routine reports and correspondence. Verifies the accuracy and completeness of the various reports, including payroll, purchasing, accounts payable, and personnel transactions.

Responds to questions from other offices and the public. Schedules and places conference calls and handles emergency or equipment trouble reports. Investigates user complaints that are not of routine nature and takes corrective action.

Reviews purchase orders, vouchers, bills, and related forms to approve merchandise or to make payment for goods and services received.

Distributes daily assignments, coordinates the activities of subordinate workers, determines priorities and ensures meeting of deadlines.

Participates in interviewing, selecting, coordinating and evaluating employees.

Develops training, procedural manuals and training programs. Enters and manipulates data and information in word processing, spreadsheet, and data bases applications by creating word processing.

May prepare personnel transactions and maintain records of personnel actions; may enter time and leave into automated system.

May gather data for and prepare agency or unit budget, grant reports and records special reports and other statistical and financial reports

Maintains a cost system, allocating cost items to a variety of accounts according to prescribed classification.

Represent the agency at meeting or conferences, discuss program or projects: interpret needed actions, provide or gather input, communicate with others as required.

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Works with Excel spreadsheets performing such duties as the input of data, creating statistical reports including tables and charts, creating new or modifying formulas.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

SUPERVISION RECEIVED: Receives limited supervision with periods of alternating periods of relative autonomy and general review; supervisor plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED: An employee in this class may supervise non-professional level support staff as a working supervisory or lead person. An employee in this class may supervise a staff that performs various duties and has contact with the public, officials and top-level management.

JOB SPECIFICATIONS:

Knowledge:

- Knowledge of the overall operation of the department and how it influences and relates to the general public.
- Basic knowledge of federal, state and local standards that impact the agency's activities.

Skills:

- Good organizational skills, including scheduling of work related activities.

Abilities:

- Ability to compile information and prepare appropriate reports.
- Ability to implement and apply policies, standards, guidelines, regulations and set department goals.
- Ability to communicate with staff and the general public.
- Ability to create and foster new ideas.
- Ability to recognize potential problems and resolve quickly.
- Moderate level of ability to use computer and calculator.

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MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

Bachelors degree from an accredited college or university in Business Administration, Public Administration, Public Health, Community Health, Accounting, Human Resource Management, Computer Science or related degree. One (1) year of experience in administrative activities such as fiscal and budgeting activities, personnel and planning or closely related activities. Must define in working history, the ability to use and operate a computer with the appropriate software.

OR

High school diploma or GED. Six (6) years of experience in personnel activities, fiscal and budgeting activities, office management or closely related activities that include the use of computers. Education in the field will substitute for the experience on a year for year basis not to exceed five (5) years.

NOTE: New classification as of 7-1-06.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.